



USAID | GUATEMALA

DEL PUEBLO DE LOS ESTADOS
UNIDOS DE AMÉRICA

SOLICITATION NUMBER: 72052021R10014
ISSUANCE DATE: 07/30/2021
CLOSING DATE/TIME: 09/03/2021

SUBJECT: Solicitation for a **Cooperating Country National or Third Country National Personal Service Contractor (CCNPSC) – (Local Compensation Plan)**

Dear Prospective Offerors:

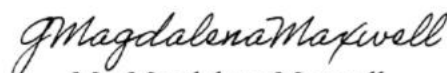
The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in Attachment 1.

Sincerely,



Ms. Magdalena Maxwell
Acting Executive Officer



I. GENERAL INFORMATION**1. SOLICITATION No.:**

72052021R10014

2. ISSUANCE DATE:

07/30/2021

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:

09/03/2021 before and/or at 03:00 p.m. local time.

4. POINT OF CONTACT:

Andrea Gramajo, e-mail at agramajo@usaid.gov

5. POSITION TITLE:

USAID Project Management Specialist (Maternal, Newborn, Child Health - MNCH) FSN-4005

6. MARKET VALUE:

Q.380,559.00 – Q.589,867.00 equivalent to CCN-11. In accordance with **AIDAR Appendix J** and the Local Compensation Plan of *USAID/Guatemala*. Final compensation will be negotiated within the listed market value.

7. PERIOD OF PERFORMANCE:

Five (5) years. The services provided under this contract are expected to be of continuing nature that will be executed by USAID through series of sequential contracts, subject to the availability of funds. Candidate must be able to begin working within a reasonable period (04 weeks) after receipt of agency authorization and/or clearances/certifications or their candidacy may end.

8. PLACE OF PERFORMANCE:

USAID Guatemala, Km 6.5 Final Boulevard Los Próceres, Santa Catarina Pinula with possible travel as stated in the Statement of Duties.

9. ELEGIBLE OFFERORS: CCN or TCN.

Cooperating country national (CCN) means an individual who is a cooperating country citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country. Third country national (TCN) means an individual who is neither a cooperating country national nor a U.S. national, but is a citizen or lawful permanent resident (or equivalent immigration status) of any country other than the countries which are prohibited sources. (See 22 CFR 228.15). Note PSC preferences in ADS 309.3.1.4.

10. SECURITY LEVEL REQUIRED:

Regional Security Office certification.

11. STATEMENT OF DUTIES

1. *General Statement of Purpose of the Contract.*

The Project Management Specialist Maternal, Newborn, and Child Health (MNCH) leads efforts to expand access to and improve the quality of MNCH services in Guatemala. The Specialist facilitates communication and ensures collaborative working relationships with high-level decision makers, as well as technical staff, in the Ministry of Health, USAID/Washington counterparts, with other government entities, and with other donors, development partners and non-governmental organizations working in the health sector. The Specialist delivers analytical and technical assistance services to other bilateral/multilateral agencies, Government of Guatemala and civil society in developing and implementing policies and programs based on best practices and innovations in maternal, newborn, and child health. Representing the U.S. Government, the jobholder participates on national technical working groups and builds alliances with External Development partners and provides essential communication and liaison within USAID offices and with other USG agencies.

The jobholder will be an expert in maternal, newborn, and child health practices and principles, with broad experience working with national stakeholders including government, professional associations, and faith-based organizations. The jobholder provides strategic and technical leadership in the design and implementation of USAID/Guatemala family health activities in Guatemala. The Specialist has an understanding of global health issues, as well as the entire USAID/USG health portfolio, and serves as an Agreement Officer's Representative/Contracting Officer's Representative (AOR/COR) or Activity Manager for selected programs/projects/activities. As an AOR/COR, the Specialist monitors program performance and progress, identifies implementation achievements as well as problems in performance, and initiates appropriate actions in consultation with his/her supervisor, other HEO staff, and/or the Deputy and Office Director, as appropriate.

The Specialist is a key member of the Health and Education Office, Bilateral Health Team. The jobholder reports to the Health Team Lead and has no formal supervisory responsibility.

2. *Statement of Duties to be Performed*

Technical and Strategic Leadership

1. Serve as a technical advisor on maternal, newborn, and child health, providing high level technical guidance to the Mission, the National Government, and other development partners.
2. Provide strategic and technical guidance and input on maternal, newborn, and child health activities and ensure that activities are appropriately integrated with Health Office and larger Mission activities.
3. Work closely with leadership across the Health Office and USAID Mission to ensure the quality of programs implemented by implementing partners are adequately addressed.
4. Through literature review, research, and regular communication with local and international stakeholders, keep abreast of emerging developments in maternal, newborn, and child health approaches.

Advise accordingly on how these policies and strategies can most effectively be incorporated to enhance USAID's approaches.

5. In collaboration with Monitoring, Evaluation and Learning colleagues participate in the development of innovative monitoring and evaluation approaches and tools to support measuring the impact and outcomes of maternal, newborn, and child health activities.
6. Provide technical expertise in the preparation of key annual and mid-term planning and reporting documents including the Operational Plan, Congressional Budget Justifications, Technical Notifications, Quarterly, Semi-Annual and Annual Progress Reports and other ad hoc requests for information.
7. Identify short-term technical assistance (STTA) and ensure that objectives and outcomes of the STTA are consistent with and support the furtherance of the Mission's maternal, newborn, and child health portfolio.
8. Organize site visits and prepare orientation materials for delegations from USAID Headquarters (HQ), Department of State, other agencies and Congress.

Program/Project/Activity Management

1. Serve as AOR/COR or Activity Manager for the Mission's MNCH activities, including reviewing and approving implementing partners' (IPs) annual work plans, facilitating IP relationships and coordinating with local stakeholders (e.g. other IPs, cooperating country-government counterparts, non-governmental organizations, other donors, etc.); maintaining a schedule for and conducting regular site visits to review program implementation and meeting with beneficiaries, and based on the information collected during such visits, adjusting or recommending adjustments to programs/projects/activities as appropriate; overseeing IP compliance with bilateral government agreements, and with performance expectations; ensuring IPs are in compliance with all relevant USAID regulations and procedures, communicating regularly with IPs regarding USAID rules and regulations as well as their obligations to USAID and, taking a lead role in the preparation of the strategic and operational planning processes such as the USAID Country Development Cooperation Strategy (CDCS) and USAID Operational Plan (OP). Keep the Team Lead regularly informed of program implementation progress, results, and issues/problems on a timely basis.
2. Participate in the design of project mechanisms and activities for improved service delivery for maternal, newborn, and child health.
3. Participate in and ensure the effectiveness of site and other field visits to ensure successful activity implementation and ensure that sub-partners (sub-awards and sub-contracts) are given appropriate monitoring and oversight.

Representation and Reporting

1. Represent USAID at designated national, regional and international meetings that relate to maternal, newborn, and child health, including regular participation in national level technical working groups, professional associations, and related committees.
2. As a member of the Health Team, respond flexibly and capably to a wide range of work-related requirements including responding to requests for information from the Mission Director, the Embassy, USAID HQ, and Congress.
3. As requested by the Mission Director, Health Office Director and/or Unit Leader, represent USAID at meetings outside of the maternal, newborn, and child health field when needed.
4. Establish strategic working relationships with senior MOH and other relevant Ministry officials at the national and district level, development partners, civil society organizations, faith-based organizations, private sector health counterparts, and professional associations to enhance regular

and timely sharing of information on issues related to maternal, newborn, and child health, including changes in key policies, and legal and regulatory environments that could affect the implementation of USAID programs.

3. **SUPERVISORY RELATIONSHIP.** The Specialist will report to the Health Team Lead in the health and Education Office in USAID/Guatemala. S/he is expected to work independently in carrying out responsibilities. S/he is expected to develop annual work objectives in consultation with his/her supervisor. The supervisor makes assignments in terms of overall objectives and resources available. Completed work is reviewed in terms of achievement of program/project/activity goals, effectiveness in meeting cooperating country and USAID objectives, and integration with other initiatives in the office and Mission portfolio. Some technical direction may come from other professionals in the Office; in general, however, the Specialist will be expected to exercise considerable autonomy and best judgment in discharging the duties of the assignment.
4. **SUPERVISORY CONTROLS.** Supervision of other staff is not contemplated.
5. **PHYSICAL DEMANDS:** The position does not require physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

1. **Education:** Master's degree or local equivalent from an accredited program in Public Health, International Development, Health, Social or Behavioral Sciences, Epidemiology, Biology, Infectious Disease, Medicine, Pharmacy, or Nutrition.
2. **Prior Work Experience:** A minimum of five (5) years of progressively responsible experience in maternal, newborn, and child health. Prior experience working with or for bilateral or multilateral donors/stakeholders such as USAID, the World Bank, the Global Fund, UN agencies, international or national-level non-governmental or civil society organizations and ensuring compliance with U.S. government rules and regulations.
3. **Language Proficiency:** Level IV fluency in English and in the appropriate host-country business language, both written and spoken, is required. Language competence may be tested.

III. EVALUATION AND SELECTION FACTORS AND CRITERIA

To be considered for this position, offerors must meet the minimum qualifications noted above. In a **supplemental narrative** included with the offer package, offerors must address each minimum qualification above as it relates to their ability to meet the position's major duties and responsibilities. Offerors should describe specifically and accurately experience, training, education and/or awards they have received that are relevant to each minimum qualification.

The following evaluation factors for screening minimally qualified applicants are established. The Technical Evaluation Committee will establish the competitive range/cut-off points per the evaluation factors listed below:

- | | |
|-------------------|-----|
| 1. Education | 10% |
| 2. Interview | 30% |
| 3. Experience | 30% |
| 4. Technical Exam | 30% |

Applicants are encouraged to provide a narrative for each selection criteria listed above in the form of a cover letter (Letter of Interest). This information will be used for evaluating and scoring each minimally qualified applicant. **The TEC will conduct interviews with all offerors in the competitive range and provide the final rating and ranking of the offerors based on the interview, a written exercise, and/or case study exercise, and the CO must consider findings from the reference checks as part of the hiring determination.**

Be sure to include your name and the solicitation number at the top of each page.

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

USAID Policy specifies that a cooperating country national (CCN) is preferred over a third country national (TCN). Therefore, CCN and TCN offers will not be evaluated together. USAID will evaluate CCN offers first and if the CO determines that there are no qualified CCNs, only then will USAID evaluate TCN offers.

IV. SUBMITTING AN OFFER

1. Eligible Offerors are required to complete and submit the offer including the documents detailed below:
 - a. Form DS-174 Application for U.S. Federal employment. (Find it [HERE](#))*
 - b. Cover letter/Expression of interest letter.
 - c. Resume written in English.
 - d. Salary History
 - e. Copy of Personal Identification Document.

2. Offerors may request clarifications regarding their application package to the Point of Contact in **Section I, item 4** prior closing date. Offers must be received by the closing date and time specified in **Section I, item 3**.
3. Offerors submissions must clearly reference the Solicitation number on all offeror submitted documents.
4. Copies of credential documents (i.e., degree, training certificates, etc.)
5. Application must be submitted ONLY via guatemalavacancies@usaid.gov and the email subject must say: **SOL72052021R10014**.
6. Please submit the application **only once**.
7. Late and incomplete applications will not be considered; the application must be submitted before or on the date of filing at 03:00 p.m. local time.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

Once the Contracting Officer informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms.

1. Security Eligibility/Facility access
2. Medical Clearances or Statements
3. Other required documents, in coordination with relevant M/Bureau offices regarding contractor workspace, use of government furnished equipment, and remote access as applicable.
4. Financial Disclosure, as appropriate

VI. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

1. **BENEFITS:**
Group life insurance, medical coverage, retirement plan, annual leave and sick leave, Bonus 14, Christmas Bonus.
2. **ALLOWANCES:**
Miscellaneous benefit allowance.

VII. TAXES

The employees are responsible for calculating and paying local income taxes. The U.S. Mission does not withhold or make local income tax payments.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCN and TCN PSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>
3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available (AAPD 06-08 and 03-11) at <http://www.usaid.gov/work-usaid/aapds-cibs>
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2 and 5 CFR 2635.** See <https://www.oge.gov/web/oge/nsf/OGE%20Regulations>

EQUAL EMPLOYMENT OPPORTUNITY:

The U.S. Mission in Guatemala provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. USAID/Guatemala also strives to achieve equal employment opportunity in all personnel operations.

The EEO complaint procedure is available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

*** END OF SOLICITATION ***